

# ***MFASIS ACCOUNTING SYSTEM***

## **SYSTEM INTRODUCTION**

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### **YOUR LINK TO MFASIS**

#### **The Display Screen**

The display screen can hold up to 24 lines of data, and each line can contain up to 80 characters. All control information and messages generated during MFASIS operations are displayed on the screen. Commands and data that you enter are also displayed as they are typed at the keyboard.

#### **The Cursor**

The cursor is an underline (usually blinking) that is always present somewhere on the display screen. It is positioned where the next character typed will appear on the screen. It moves automatically when you type a character. It can be moved to any position on the screen with any one of the cursor positioning keys. These keys are explained in more detail later. There are keys that move the cursor one space at a time, and others that move the cursor to the beginning of the next field.

When you are entering data, the cursor moves automatically to the beginning of the next field if you fill up the previous field. If you are in the last field on the screen and fill it up, the cursor moves automatically to the top of the screen. If you do not fill up a field (i.e., you do not use up all the space allocated for that field), you will have to use a tab key to advance the cursor to the beginning of the next field.

#### **The Keyboard**

Most users will use a personal computer to access MFASIS. Most 3270 terminal emulation software allows you to customize your keyboard by mapping various data entry functions (enter, tab, clear screen, etc.) to the keys.

#### **Typical Keyboard**

The majority of the keys are character keys. These include the 26 alphabetic as well as the ten numeric and all punctuation and other symbols included in the character set. They operate in the same manner as typewriter keys. If there are two characters indicated on the key itself, the upper character is displayed with the Shift key.

#### **Cursor Positioning Keys**

The keys with short arrows move the cursor one space at a time, either up one line, down one line, to the left one character, or to the right one character. Other arrow keys cause the cursor to tab to the beginning of a field. The Home key moves the cursor to the top of the screen

<b>Home</b>	Returns the cursor to either the first screen position or the beginning of the ACTION field.
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<b>Cursor Right</b>	Moves the cursor to the right. If the cursor is moved off the right side of the screen, it will reappear one line lower on the left side. If the cursor is in the last screen position (last line, far right side), it will reappear in the first position of the top line.
<b>Cursor Left</b>	Moves the cursor to the left. If the cursor is moved off the left side of the screen, it will reappear in the last position of the next higher line. If the cursor is in the first position of the first line, it will reappear in the last position of the last line.
<b>Cursor Up</b>	Moves the cursor up (without moving either left or right), one line at a time. If the cursor is in the first line of the screen, it will reappear in the same character position, at the bottom of the screen.
<b>Cursor Down</b>	Moves the cursor down (without moving either left or right), one line at a time. If the cursor is in the last line of the screen, it will reappear in the same character position at the top of the screen.
<b>Forward Tab</b>	Moves the cursor to the first character position of the next input field. If the cursor is currently in the last field on the screen, this key moves the cursor to the first character position of the first input field on the screen.
<b>Back Tab</b>	Moves the cursor back to the first character position of the current input field. If the cursor is already in the first character position of an input field, the Back Tab key moves the cursor back to the first character position of the preceding input field.
<b>New Line</b>	Moves the cursor to the first character position of the first field on the next line (or the first line that contains an input field). If no fields are encountered, the cursor is moved to the first field of the first line.
<b>Enter</b>	This key transmits data to the computer. When you press the Enter key, you are signaling the computer that you are finished with that screen. You cannot "undo" the Enter key once you have used it.

## **Special Editing Keys**

These keys make data correction easier.

<b>Delete</b>	Deletes the character in the position underlined by the cursor. All characters in the field to the right of that position (and on the same line) are shifted left one position.
<b>Insert</b>	Allows you to insert a character or characters into the middle of a field without disturbing the information that is already displayed there. As characters are inserted, all characters to the right of the cursor are shifted into the blank character positions to the right of the last displayed character. Blanks are characters, so if you fill up a field with blanks, you will not be able to insert any more characters in that field. If you attempt to insert more characters than the field will hold, the keyboard will lock. The Reset key terminates the insert mode.

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<b>Reset</b>	This key has two functions: <ul style="list-style-type: none"><li>• resets the insert mode (see above)</li><li>• unlocks the keyboard</li></ul>
<b>Clear</b>	Erases all characters that were keyed onto the currently displayed screen. If you are entering new transactions, an empty screen of the same type is displayed, and no data is transmitted to the computer. If you are making corrections to previously entered data, the currently accessed screen is displayed with data filled in exactly as it was before corrections were made on the screen.

## Signing on to the System

Before you can perform any MFASIS function, you must sign on to the system. Follow the steps outlined below to sign on to MFASIS:

1. From the Application Sign-on Screen type **CCMIPROD** in the **Application:** field and press the **<Enter>** key. The CICS Sign-on Screen will appear.
2. From the CICS Sign-on Screen type your CICS ID\* in the **Userid ==>** field, type your CICS password\* in the **Password ==>** field, and press the **<Enter>** key.

\*Your agency security coordinator will assign a CICS User ID and password to you.

3. Next, type **AFNI** and press the **<Enter>** key. The MFASIS Sign-On Screen will appear.

## MFASIS Sign-on Screen

MM	MM	FFFFFF	AAAAAA	SSSSSS	IIIIIIII	SSSSSS
MMM	MMM	FF	AA AA	SS S	II	SS S
M MM	M M	FFFFF	AAAAAAA	SS	II	SS
M	MMM	M	FF	AA AA	SSS	II SSS
M	M	M	FF	AA AA	S SS	II S SS
M		M	FF	AA AA	SSSSSS	IIIIIIII SSSSSS
AAAAA	CCCCC	CCCCC	OOOOO	UU	UU NN	NN TTTTTTTT IIIIII NN NN GGGGG
AA AA	CCC	CCC	OO	OO UU	UU NNN	NN TT II NNN NN GG
AAAAAAA	CC	CC	OO	OO UU	UU NN N	NN TT II NN N NN GG GGGG
AA AA	CC	CC	OO	OO UU	UU NN N	NN TT II NN N NN GG GG
AA AA	CCC	CCC	OO	OO UU	UU NN	NNN TT II NN NNN GG GG
AA AA	CCCCC	CCCCC	OOOOO	UUUUU	NN	NN TT IIIIII NN NN GGGGG
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0						
1. MTI						
2. DDM X. EXIT						
COMMAND:						
USERID: PASSWORD:						
NEW PASSWORD: VERIFICATION:						

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- On the MFASIS Sign-on Screen you must choose a command. Valid values are **1** for Master Table Inquiry (MTI), **2** for Document Data Maintenance (DDM), or **X** to exit the MFASIS system. Typically users would choose **1**. Next, type your MFASIS User ID\* in the **USERID** field, type your MFASIS password\* in the **PASSWORD** field, and press the **<Enter>** key. The MFASIS Start-up Screen will appear.

\*Your agency security coordinator will assign a MFASIS User ID and password to you.

## MFASIS Start-up Screen

```
ACTION: H SCREEN: AFS1 USERID: ABCD 06/04/98 12:56:39 PM
MM MM FFFFFFFF AAAAAA SSSSSS IIIIIIII SSSSSS
MMM MMM FF AA AA SS SS II SS SS
MMMM MMMM FF AA AA SS II SS
MM MM MM FFFFF AAAAAAA SSSS II SSSS
MM M MM FF AA AA SS II SS
MM MM FF AA AA SS SS II SS SS
MM MM FF AA AA SSSSSS IIIIIIII SSSSSS

AAAAA CCCCC CCCCC OOOOO UU UU NN NN TTTTTTTT IIIIII NN NN GGGGG
AA AA CCC CCC OO OO UU UU NNN NN TT II NNN NN GG
AAAAAAA CC CC OO OO UU UU NN N NN TT II NN N NN GG GGGG
AA AA CC CC OO OO UU UU NN N NN TT II NN N NN GG GG
AA AA CCC CCC OO OO UU UU NN NNN TT II NN NNN GG GG
AA AA CCCCC CCCCC OOOOO UUUUU NN NN TT IIIIII NN NN GGGGG

A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES
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## Signing off of the system

After you have performed your MFASIS functions, you must sign off of the system. Follow the steps outlined below to sign off of MFASIS:

- From the MFASIS Sign-on Screen type **X** in the **COMMAND:** field and press the **<Enter>** key
- Next, type **CESF LOGOFF** and press the **<Enter>** key.